



January 3, 2012

MEMORANDUM

TO: Oklahoma State University Faculty, Staff, Students, and Suppliers
FROM: V. Burns Hargis, President 
SUBJECT: HUB ZONE and Small Business Development Program

Oklahoma State University's Historically Underutilized Business (HUB) and Small and Disadvantaged Business Office (SDB) are fully committed to the good faith effort to enhance the opportunity of HUBs and small businesses to effectively compete for contracts and vendor opportunities. They are also available to assist with increasing the number of contracts awarded to HUBs and small businesses, as well as creating fair and open competitive opportunities while also improving community understanding of the need for small business development.

It is the policy of Oklahoma State University to promote full and equal opportunity for all businesses wishing to participate in vendor relationships and contracting opportunities. We remain committed to a good faith effort to fully utilize HUB and SDB firms as suppliers of materials, equipment, and services required in support of operations.

To this end, Oklahoma State University established a Small Business Program administered by the Oklahoma State University Purchasing Department. The Purchasing Department is under the auspices of the Vice President of Administration and Finance. Ms. Sharon Toy directs the operation of the Purchasing Office, and Ms. Leigh James is the liaison administrator of the Small Business Program.